

The "COMMON LANGUAGE" of SKILLS

You gain these skills in school and when you work.
With them you can earn a living and advance in your career!

_____ Name

DIRECTIONS

1. Name three work/volunteer experiences you've had on the lines to the right.
2. Then checkmark each skill you use in the corresponding columns below.

1 _____

2 _____

3 _____

DEPENDABLE

Personal Management	1	2	3
Responsibility / time management			
Going beyond minimum expectations			
Recognize Quality and Not-yet-quality			
Set Goals	1	2	3
List goals and sub goals			
Take daily action			
Develop self confidence			
Organizing Skills	1	2	3
Organize materials and files			
Manage time effectively			
Budget money			

TRAINABLE

Connect Academics with the Real World	1	2	3
Combine topics to think critically			
Work on projects			
Apply science, math, reading, writing and social studies			
Use notes, symbols, charts and graphs			
Problem Solving	1	2	3
Identify problems and issues			
Practice innovation and creativity			
Generate solution ideas			
Research and compare options			
Evaluate results			
Develop and present information			
Technology Literacy	1	2	3
Use/maintain computers and programs			
Analyze credibility of sources			
Create effective materials			

"GET ALONG IN THE SANDBOX"

Effective Communication	1	2	3
Serve clients and customers			
Actively listen and take notes			
Practice respect			
Negotiate differences			
Teamwork / Collaboration	1	2	3
Empathy for others			
Value cultural differences/ diversity			
Negotiate group goals and plans			
Contribute ideas and effort			
Motivate self and others			
Practice leadership			

Employers want these skills!



CAREER RESOURCE
CONNECTION

CDFtrainer.com